

Charity Registration No. 277611

Company Registration No. 1053508 (England and Wales)

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2014

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Dr H A Barrett-Mold Mrs J Blumhof Mr R Barrowcliffe Dr J R Burns Dr M Everard Mr P Holmes Professor J Irwin Professor J W S Longhurst Dr D Muir Professor N Nelson Professor W Pope Dr L Richards Professor C Roberts Dr P Shaw Professor P Wheeler Dr J Whelan
Secretary	Professor J W S Longhurst
Charity number	277611
Company number	1053508
Principal address	34 Grosvenor Gardens London SW1W 0DH
Registered office	34 Grosvenor Gardens London SW1W 0DH
Accountants	A G Rich c/o H W Fisher & Company Chartered Accountants Acre House 11-15 William Road London NW1 3ER
Bankers	Co-operative Bank Business Direct PO BOX 250 Skelmersdale WN8 6WT

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED (A COMPANY LIMITED BY GUARANTEE) CONTENTS

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THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT

FOR THE YEAR ENDED 30 JUNE 2014

The Directors present their report and accounts for the year ended 30 June 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The Charity is a company limited by guarantee. The Charity's objects are to advance the education of the public in the environmental sciences. In order to do so, the charity undertakes to:

- (a) act as a body to provide for full consultation and co-operation on matters of public and professional interest concerning the environmental sciences and other environmental matters;
- (b) promote disciplinary, inter-disciplinary and multi-disciplinary studies of the environment;
- (c) promote the co-ordination of education and research in the environmental sciences;
- (d) promote local, national and international public interest, awareness and involvement in the problems of the world environment including the causes, effects and the possible solutions to such problems and to liaise and co-operate with individual persons, national or international agencies or statutory authorities for the purpose of achieving the said object; and
- (e) establish standards of competence and ethical codes of practice for those professionally concerned with inter-disciplinary environmental work, education of studies as a basis against which the public may judge what can be expected of individual professional members of the institution and for the said members to know that standards of learning, competence and professional experience are expected of them.

The Directors, who are also the directors for the purpose of company law, who served during the year were:

Dr H A Barrett-Mold

Mrs J Blumhof

Mr R Barrowcliffe

Ms G Burgess

(Resigned 3 April 2014)

Dr J R Burns

Dr M Everard

Professor B Fisher

(Resigned 3 April 2014)

Mr P Holmes

Professor J Irwin

Professor J W S Longhurst

Dr D Muir

Professor N Nelson

Professor W Pope

Mr M Quint

(Resigned 3 April 2014)

Dr L Richards

Professor C Roberts

Dr P Shaw

Professor P Wheeler

Dr J Whelan

None of the Directors has any beneficial interest in the company. All of the Directors are members of the company and guarantee to contribute £1 in the event of a winding up.

Trustees are elected at the Annual General Meeting each year. New trustees are given a trustee pack outlining their roles and responsibilities. An 'Away Day' session is also held on a regular basis, which includes trustee training components.

The business of the Institution of Environmental Sciences (IES) is managed by an elected Council. The IES is a member of three umbrella groups organised as the Society for the Environment, the Science Council and the European Network of Environmental Professionals (ENEP).

The Institution does not have funds for investment purposes but a surplus amount is held as a reserve. This acts partly as a contingency against unforeseen events, but also as a reserve for the excess of expenditure over income in the latter part of the calendar year. This reserve is held in a ethical bank savings account offering a fair measure of return as well as ready accessibility.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2014

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to these major risks.

Objectives and activities

The policies adopted in furtherance of these objects are to:

- a) maintain an effective executive operation to support the activities of the Institution;
- b) continue the operation of sustainable financial regulations to ensure financial viability;
- c) review financial management and operational practices in order to improve overall operations;
- d) encourage an increase in membership numbers through the development of specific initiatives;
- e) maintain and improve member services;
- f) enhance communication with members, the general public and stakeholders; and
- g) seek to work in collaboration with other environmental organisations.

The trustees are satisfied with the performance of the charity this year. In addition to the normal and on-going activities, the Institution has continued to develop a number of activities. These included the following:

- (a) the continued support for the Institute of Air Quality Management and Committee of Heads of Environmental Sciences;
- (b) the maintenance of an active involvement in organisations such as the Society for the Environment, Science Council, the Environmental Policy Forum and the European Network of Environmental Professionals;
- (d) the organisation of events that contribute to the continuous professional development of our members;
- (e) be the voice for our members on national policy issues pertaining to the environmental sciences, including the development of guidance;
- (e) awarding the John Rose Prize for dissemination of scientific research and the Ian McCrae Travel Award; and
- (f) supporting graduates seeking work by running CV clinics and a mentoring scheme.

Achievements and performance

The trustees are satisfied with the performance of the charity this year. In addition to the normal and on-going activities, the IES has continued to develop a number of activities. These included the following:

- To continue improving the design and content of the Institution's Journal, the environmental SCIENTIST. Action: five thematic editions of the journal were published during the financial year: The EU - red tape or green governance?; UK regulations: endless paperwork or essential protection?; Reading the landscape: heritage and the environment; The Energy Trilemma; and The Contentious Issue.
- To implement an upgrade on the website to further improve the design, create a membership area, allow online payments and make the design responsive for mobiles and tablets. Actions: A major update of the website was launched included a cleaner, responsive design and a new search feature. A second update saw the launch of a Members' Area including the ability to pay online.
- To review job roles and increase staffing levels where appropriate. Actions: a new CEO role was created and the Senior Executive Officer role was abolished. The Project Officer role was split into a Publications and Policy Officer role and a Marketing and Events Manager role. The Office Administrator role was abolished and a new Projects and Membership Officer role created. A part-time graphic designer role was also created.
- To begin implementing the marketing strategy. Action: A marketing and Events Officer was employed to implement this strategy, new Special Interest Groups and Regional Groups were launched and a new social media strategy implemented.
- To develop further CPD events and activities for members and the wider public. Actions: major conferences were organised on Planning for Better Air Quality, the Burntwood Lecture, DMUG, and a number of regional events.
- To increase the number of members who have achieved the CEnv and CSci designations. Actions: nine workshops were held to assess Chartership candidates.
- To promote the accreditation activities of the IES with national and international Higher and Further Education providers. Action: Special focus was given to recruiting our first Further Education Colleges to the accreditation scheme
- To continue to explore pertinent issue for the sector. Action: reports and guidance were published on: Technical interfaces modelling forum: Outcomes from the workshop; Public engagement in the GEES disciplines; Ecosystem services assessment: How to do one in practice; Assessment of dust from demolition and construction; Guidance on the assessment of odour for planning; and Air Quality and Planning in Local Authorities.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2014

- To continue to develop the Analysis pages of the IES website. Action: investigations were undertaken into: recognising the importance of high streets; London Air App; bringing environmental science to local community work; ecosystem services and a series of energy factsheets on fracking, nuclear energy, and UHPHT.

- To review and update the reserves policy, in line with the operation of sustainable financial regulations to ensure financial viability and growth in funds. Actions: the reserves policy was reviewed and increased to reflect the increased staff numbers.

Public benefit statement

The sections of this report above entitled "Objectives and Activities" and "Achievements and Performance" sets out The Institution of Environmental Sciences Limited objectives and reports on the activity and successes in the year to 30th June 2014 as well as explaining the plans for the current financial year. The Charity work benefits Environmental Scientists, Government, Businesses, Higher and Further Education Institutes and the Public.

The Directors have considered this matter and concluded:

1. That the aims of the organisation continue to be charitable;
2. That the aims of the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
3. That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
4. That there is no detriment or harm arising from the aims or activities.

Financial review

The accounts reflect the income and expenditure for the year to 30 June 2014, and reflect the variety of activities that the Institution.

The primary source of funding for the Institution is from members' subscriptions.

Reserve funds were satisfactory at the end of the financial year, and an instruction given to increase them for the following financial year to reflect an increase in activities. This includes maintenance of a lease on office premises in Central London. A proportion of the additional costs accruing to this were defrayed by contributions from outside sources.

The close monitoring of finances recommended from the risk assessment of financial activities carried out in previous financial years was maintained. This ensured appropriate balances were maintained, and has allowed a successful financial position to be achieved. A formal reserves policy was established some years ago and set as three months of normal contractual expenditure. This was reviewed during the year and was increased to match the needs of the charity.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's contractual expenditure. The trustees continue to consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Asset cover for funds

Note 14 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Plans for the future

The following policies were adopted for the next year:

- to launch an online tool for members to record their CPD;
- to further develop our programme of events, in particular regional events;
- to review staffing numbers and increase where appropriate;
- to increase the number of members;
- to launch ESOS and REnvTech as two new designations for members;
- to promote the accreditation activities of the IES with national and international Higher and Further Education providers;
- to continue to explore pertinent issue for the sector;
- to continue to develop the Analysis pages of the IES website;
- to move to a new office location that suits our increased size;
- to maintain an active role with the Society for the Environment, ENEP, the Science Council and the Environmental Policy Forum; and
- to continue to review the financial position and operations, including suitability of the reserves policy.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2014

On behalf of the board of Directors



Dr H A Barrett-Mold

Director

Dated:

27/3/15

**THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE DIRECTORS OF THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED

I report on the accounts of the Charity for the year ended 30 June 2014, which are set out on pages 7 to 15.

Respective responsibilities of Directors and examiner

The Directors, who are also the directors of The Institution of Environmental Sciences Limited for the purposes of company law, are responsible for the preparation of the accounts. The Directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

H W Fisher & Company
A G Rich

Chartered Accountant
c/o H W Fisher & Company
Chartered Accountants
Acre House
11-15 William Road
London
NW1 3ER

Dated: *30/3/15*

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2014

	Notes	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
<u>Incoming resources from generated funds</u>					
Voluntary income	2	4,250	-	4,250	8,126
Investment income	3	120	-	120	133
		4,370	-	4,370	8,259
Incoming resources from charitable activities	4	200,805	-	200,805	176,654
Other incoming resources	5	-	-	-	10,170
Total incoming resources		205,175	-	205,175	195,083
<u>Resources expended</u>					
Charitable activities					
Funded projects		-	-	-	23,460
Publications & services for members		190,578	3,854	194,432	149,485
Conferences & consultancy		24,607	-	24,607	18,323
Total charitable expenditure		215,185	3,854	219,039	191,268
Governance costs		4,134	-	4,134	3,637
Total resources expended		219,319	3,854	223,173	194,905
Net (expenditure)/income for the year/ Net movement in funds		(14,144)	(3,854)	(17,998)	178
Fund balances at 1 July 2013		108,114	3,854	111,968	111,790
Fund balances at 30 June 2014		93,970	-	93,970	111,968

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 30 JUNE 2014

	Notes	2014 £	£	2013 £	£
Fixed assets					
Tangible assets	9		2,881		4,982
Current assets					
Debtors	10	10,411		7,312	
Cash at bank and in hand		102,075		105,894	
		<u>112,486</u>		<u>113,206</u>	
Creditors: amounts falling due within one year	11	<u>(21,397)</u>		<u>(6,220)</u>	
Net current assets			<u>91,089</u>		<u>106,986</u>
Total assets less current liabilities			<u>93,970</u>		<u>111,968</u>
Income funds					
Restricted funds	13		-		3,854
Unrestricted funds			<u>93,970</u>		<u>108,114</u>
			<u>93,970</u>		<u>111,968</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 27/3/15



Dr H A Barrett-Mold

Director

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2014

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The Charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small Charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Gifts and services in kind are included at the cost of provision by the donor or at an estimate of gross value to the charity.

Donations, grants and other forms of voluntary income are recognised as incoming resources when receivable.

Subscription income is accounted for the year it is due.

1.3 Resources expended

Costs are allocated to charitable activities on the basis of time spent on those activities or on the usage of shared facilities where applicable.

Expenditure is included on an accruals basis.

Governance costs includes costs attributable to the management of the charity's assets, administration of the charity and compliance with statutory requirements along with the costs of managing charitable projects.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	15% per annum on cost
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1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

1.6 Accumulated funds

Unrestricted funds are general funds that are available for the use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

2 Voluntary income

	2014 £	2013 £
Donations and gifts	4,250	8,126

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2014

3 Investment income

	2014 £	2013 £
Interest receivable	<u>120</u>	<u>133</u>

4 Incoming resources from charitable activities

	2014 £	2013 £
Projects	-	3,488
Publications and services for members	188,690	163,299
Conferences and consultancy	12,115	9,867
	<u>200,805</u>	<u>176,654</u>

5 Other incoming resources

	Total 2014 £	Total 2013 £
Acquisition of CHES (unincorporated organisation)	<u>-</u>	<u>10,170</u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2014

6 Total resources expended	Staff costs £	Depreciation £	Other costs £	Total 2014 £	Total 2013 £
Charitable activities					
<u>Funded projects</u>					
Activities undertaken directly	-	-	-	-	23,460
<u>Publications & services for members</u>					
Activities undertaken directly	94,920	2,158	97,354	194,432	149,485
<u>Conferences & consultancy</u>					
Activities undertaken directly	13,405	-	11,202	24,607	18,323
	108,325	2,158	108,556	219,039	191,268
Governance costs	-	-	4,134	4,134	3,637
	108,325	2,158	112,690	223,173	194,905

Gross expenditure for the year is stated after charging operating lease rentals of £15,638 (2013- £15,638).

7 Directors

None of the Directors (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2014

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2014	2013
	Number	Number
Administrative support	<u>4</u>	<u>4</u>

Employment costs

	2014	2013
	£	£
Wages and salaries	98,500	82,870
Social security costs	8,585	6,968
Other pension costs	1,240	291
	<u>108,325</u>	<u>90,129</u>

There were no employees whose annual emoluments were £60,000 or more.

9 Tangible fixed assets

	Fixtures, fittings & equipment
	£
Cost	
At 1 July 2013	16,563
Additions	57
At 30 June 2014	<u>16,620</u>
Depreciation	
At 1 July 2013	11,581
Charge for the year	2,158
At 30 June 2014	<u>13,739</u>
Net book value	
At 30 June 2014	<u><u>2,881</u></u>
At 30 June 2013	<u>4,982</u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2014

10 Debtors	2014	2013
	£	£
Trade debtors	3,235	-
Prepayments and accrued income	7,176	7,312
	<u>10,411</u>	<u>7,312</u>
	<u>10,411</u>	<u>7,312</u>

11 Creditors: amounts falling due within one year	2014	2013
	£	£
Taxes and social security costs	3,057	2,998
Other creditors	7,702	-
Accruals	10,638	3,222
	<u>21,397</u>	<u>6,220</u>
	<u>21,397</u>	<u>6,220</u>

12 Pension and other post-retirement benefit commitments		
Defined contribution		
	2014	2013
	£	£
Contributions payable by the company for the year	<u>1,240</u>	<u>291</u>
	<u>1,240</u>	<u>291</u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2014

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 July 2013	Movement in funds		Balance at 30 June 2014
	£	Incoming resources	Resources expended	£
PP4SD	201	-	(201)	-
Committee of Heads of Environmental Sciences	3,653	-	(3,653)	-
	<u>3,854</u>	<u>-</u>	<u>(3,854)</u>	<u>-</u>

Professional Practice for Sustainable Development (PP4SD), has been developed by a partnership group comprising the Institute of Environmental Sciences, the Society for the Environment, Professional Associations Research Network and Swansea University. It provides research and training to assist professionals to integrate sustainable development issues - economic, and social and environmental factors - into their professional activities.

The Committee of Heads of Environmental Sciences (CHES) provided funding for administration and staff time dedicated to supporting the CHES/IES accreditation scheme and promoting environmental science within Higher and Further education.

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 30 June 2014 are represented by:			
Tangible fixed assets	2,881	-	2,881
Current assets	112,486	-	112,486
Creditors: amounts falling due within one year	(21,397)	-	(21,397)
	<u>93,970</u>	<u>-</u>	<u>93,970</u>

THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2014

15 Commitments under operating leases

At 30 June 2014 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2014	2013
	£	£
Expiry date:		
Within one year	14,059	-
Between two and five years	-	18,745
	<hr/> 14,059 <hr/>	<hr/> 18,745 <hr/>